

**BOARD OF REGENTS
STATE OF IOWA**

REGENTS MERIT SYSTEM

Class Title: Hospital Security Officer Supervisor

Class Code: 7582

Pay Grade: 109

GENERAL CLASS DESCRIPTION: Under general supervision, provides administrative supervision to a large number of hospital security officers and participates in investigations and other security duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Administratively supervises Hospital Security Officers including the effective recommendation of individuals to be hired or terminated, training, assigning and checking work, performing and signing the performance appraisal for officers and handling discipline when necessary.
2. Reviews needs for hospital security by patrolling the medical complex, meeting with representatives of various hospital departments, reading written reports prepared by security officers, reviewing service requests, working with various contractors, and as necessary meeting with representatives from the university public safety department.
3. Prepares various administrative reports including those for payroll, overtime and part-time reports, monthly theft reports, and proposed revisions to general procedure and operations manual.
4. Conducts investigations and writes reports as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of criminal laws and procedures.
2. Knowledge of investigative procedures.
3. Ability to supervise, train and motivate employees.
4. Ability to understand and maintain routine records and complete reports as required.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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5. Ability to communicate effectively with all UIHC staff, patients, and visitors, both orally and in writing.
6. Ability to receive direction and to direct staff.

MINIMUM ELIGIBILITY REQUIREMENTS:

Four years experience in security or law enforcement work, at least two years of which is at least comparable to the work of the Hospital Security Officer.

REVISION EFFECTIVE: July 1, 1994

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